

SYSTEM EDUCATION MONTHLY TRAINING SCHEDULE

CORE TEAM	DATE	CONSULTANT	LOCATION	TIME
JANUARY 2004				
Xtender Install	January 6-8, 2004	James Flowers	Des Peres – 207	8:00 a.m.-5:00 p.m.
Xtender Training	January 13-15, 2004	James Flowers	Des Peres – 108	8:00 a.m.-5:00 p.m.
Finance-Accounts Payable, Bank Recon/1099, Consulting	January 13-15, 2004	Keches, James	Salus Center – 631	8:00 a.m.-5:00 p.m.
Financial Aid-Navigation, Overview, Record Creation and EDE Processing	January 13-15, 2004	Steckel, Robert	Des Peres – 207	8:00 a.m.-5:00 p.m.
Alumni-Technical Consulting	January 20-22, 2004	Reddy, Predeep	Des Peres – 108	8:00 a.m.-5:00 p.m.
Human Resources-Conversion Mapping	January 20-22, 2004	Farley, Laurene	Des Peres – 207	8:00 a.m.-5:00 p.m.
Student-Banner Technical Follow-up	January 20-22, 2004	Shah, Dhaval	Des Peres – 110	8:00 a.m.-5:00 p.m.
Student-Letter Gen-Popsel-Job Sub-Object Access Training/Workshop	January 27-29, 2004	Franscone, Robert	Des Peres – 207	8:00 a.m.-5:00 p.m.
FEBRUARY 2004				
Alumni-Advanced Gift and Pledge, Matching Gifts	February 10-12, 2004	Judson Matthews	Des Peres – 108	8:00 a.m.-5:00 p.m.
Finance-Banner Technical	February 10-12, 2004	Coella, Deb	Salus Center – 631	8:00 a.m.-5:00 p.m.
Human Resources-Time Entry and Payroll Processing	February 10-12, 2004	Hawkins, Cyd	Des Peres – 207	8:00 a.m.-5:00 p.m.
Student-Faculty Load, Events Management-Housing Training/Workshop	February 10-12, 2004	Berg, Carol.	Des Peres – 110	8:00 a.m.-5:00 p.m.
Finance-Student & Non-Student Accounts Receivable	February 17-19, 2004	Norem, Jason	Des Peres - 207	8:00 a.m.-5:00 p.m.
Alumni-Improve State	February 24-26, 2004	Matthews, / Miller	Water Tower - 544	8:00 a.m.-5:00 p.m.
Financial Aid-Technical Consulting	February 24-26, 2004	Dan DeBower	Des Peres – 207	8:00 a.m.-5:00 p.m.
MARCH 2004				
Human Resources-Regulatory Reporting / Year End	March 16-18, 2004	Hawkins_Cyd	Des Peres – 207	8:00 a.m.-5:00 p.m.
Student-Follow-up Consulting (Catalog, Schedule, Fac Ld, Housing)	March 16-18, 2004	Berg, Carol.	Des Peres – 110	8:00 a.m.-5:00 p.m.
Alumni-Solicitor Organizations, Gift Societies and Acknowledgements	March 23-25, 2004	Matthews, Judson	Des Peres – 207	8:00 a.m.-5:00 p.m.
Finance-Budget Development & Posn. Ctl. (Interface with Alumni)	March 23-25, 2004	Keches, JamesR	Salus Center – 631	8:00 a.m.-5:00 p.m.
Student – POP Sel/Letter Generation	March 23-25, 2004	Franscone, Robert	Des Peres - 110	8:00 a.m.-5:00 p.m.
APRIL 2004				
Human Resources-Web for Employees	April 6-8, 2004	Hawkins, Cyd	Des Peres – 207	8:00 a.m.-5:00 p.m.
Xtender Imaging	April 6-8, 2004	Busch, Mike	Salus Center – 631	8:00 a.m.-5:00 p.m.
WebFocus Training (Course 351)	April 15 & 16, 2004	IBI	Des Peres – 207	8:00 a.m.-5:00 p.m.
Finance-Fixed Assets to be done at a later date - place holder	April 13-15, 2004	Keches, James	Salus Center –5 th Fl.	8:00 a.m.-5:00 p.m.
Financial Aid – Application Tracking, Budgeting and Needs Analysis	April 13-15, 2004	Carey-McDonald Jan L.	Des Peres - 110	8:00 a.m.-5:00 p.m.
Alumni-Membership, Event Management	April 20-22, 2004	Matthews, Judson	Des Peres – 207	8:00 a.m.-5:00 p.m.
Student-General Student-Registration/Fee Assessment Training/Workshop	April 20-22, 2004	Berg, Carol.	Des Peres – 110	8:00 a.m.-5:00 p.m.
WebFocus Training (Course 354)	April 29 & 30 2004	IBI	Des Peres – 207	8:00 a.m.-5:00 p.m.
MAY 2004				
Human Resources-Web Time Entry	May 4-6, 2004	Hawkins, Cyd	Des Peres – 207	8:00 a.m.-5:00 p.m.
DBA Visit	May 10-14, 2004	Lovelidge, Brett	Des Peres - 118	8:00 a.m.-5:00 p.m.
Financial Aid – Batch Posting, Applicants	May 18-20, 2004	Carey-McDonald Jan L.	Des Peres – 110	8:00 a.m.-5:00 p.m.
Student-Accounts Receivable Training/workshop	May 18-20, 2004	Norem, Jason	Des Peres – 207	8:00 a.m.-5:00 p.m.
Alumni-Web for Alumni and Development Officer	May 25-27, 2004	Matthews, Judson	Des Peres – 207	8:00 a.m.-5:00 p.m.
Finance-Web for Finance	May 25-27 2004	Keche,_James	Salus Center – 631	8:00 a.m.-5:00 p.m.

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JUNE 2004				
Financial Aid-Funds Management, Packaging/Disbursement	June 1-3, 2004	Carey-McDonald Jan L.	Des Peres - 108	8:00 a.m.-5:00 p.m.
Human Resources-Electronic APPVL & Security	June 2-4, 2004	Hawkins, Cyd	Des Peres – 207	8:00 a.m.-5:00 p.m.
Student-Web for Admissions / Title IV	June 2-4, 2004	Berg, Carol	Des Peres – 110	8:00 a.m.-5:00 p.m.
Student-Consulting Web for Admissions and Title IV	June 7-9, 2004	Berg, Carol	Des Peres – 110	8:00 a.m.-5:00 p.m.
Finance-Pre-Production Consulting Support	June 8-10, 2004	Keches, James	Salus Center - 631	8:00 a.m.-5:00 p.m.
Financial Aid – BPA Improved State	June 8-10, 2004	Carey-McDonald Jan L.	Des Peres 108	8:00 a.m.-5:00 p.m.
Human Resources – Technical Visit	June 8-10, 2004	Farley, Laurene	Des Peres – 207	8:00 a.m.-5:00 p.m.
Alumni-Rule and Table Build Support	June 22-24, 2004	Matthews, Judson	Des Peres – 207	8:00 a.m.-5:00 p.m.
Student-Account Receivable Consulting	June 22-24, 2004	Norem, Jason	Des Peres –110	8:00 a.m.-5:00 p.m.
Finance-GO LIVE Support	June 29-01, 2004	Keches, James_R	Salus Center – 631	8:00 a.m.-5:00 p.m.
Human Resources-Joint position Control Position Budgeting with Finance	June 29-01, 2004	Hawkins, Cyd	Des Peres –207	8:00 a.m.-5:00 p.m.
Registrar Office – Training of Banner Schedule	June 29, 2004	--	Des Peres 110	8:00 a.m.-5:00 p.m.
JULY 2004				
Finance-POST GO LIVE SUPPORT - NEED TO ADD THIS ONE	July 6-8, 2004	Keches, James	Salus Center – 631	8:00 a.m.-5:00 p.m.
Financial Aid-Population Selection and Letter Generation	July 6-8, 2004	Carey-McDonald Jan L.	Des Peres – 207	8:00 a.m.-5:00 p.m.
Alumni-Population Selection, Letter Generation, Job Submission	July 20-23, 2004	Matthews, Judson	Des Peres – 207	8:00 a.m.-5:00 p.m.
Student-Follow-up Consulting (General Student-Registration/Fee Assessment)	July 27-29, 2004	Berg, Carol	Des Peres – 207	8:00 a.m.-5:00 p.m.
Financial Aid-Conversion Mapping	July 27-29, 2004	DeBower, Dan	Des Peres – 108	8:00 a.m.-5:00 p.m.
AUGUST 2004				
Human Resources-Electronic Approvals & Security	August 10-12, 2004	Hawkins, Cyd	Des Peres – 207	8:00 a.m.-5:00 p.m.
Financial Aid – Population Selection / Letter Generation	August 17-19, 2004	Carey-McDonald Jan L.	Des Peres – 207	8:00 a.m.-5:00 p.m.
Student-Academic History Training/Workshop	August 17-19, 2004	Berg, Carol	Des Peres – 110	8:00 a.m.-5:00 p.m.
Alumni-Go live support – Consulting And Hr Interface	August 24-26, 2004	Matthews, Judson	Des Peres – 110	8:00 a.m.-5:00 p.m.
Human Resources – Consulting And Advancement Interface	August 24-26, 2004	Cyd Hawkins	Des Peres – 207	8:00 a.m.-5:00 p.m.
Student - Web For Student Fac & Adv.	August 31-02, 2004	Berg, Carol	Des Peres – 110	8:00 a.m.-5:00 p.m.
SEPTEMBER 2004				
Human Resources - System Testing	September 7-9, 2004	Hawkins, Cyd	Salus Center - 631	8:00 a.m.-5:00 p.m.
Financial Aid – Follow-up Technical Consulting	September 8-10, 2004	Dan DeBower	Des Peres - 108	8:00 a.m.-5:00 p.m.
Financial Aid – On Site General Consulting	September 14-16, 2004	Carey-McDonald Jan L.	Des Peres – 108	8:00 a.m.-5:00 p.m.
Student-Follow-up Consulting (Academic History)	September 14-16, 2004	Berg, Carol	Des Peres – 110	8:00 a.m.-5:00 p.m.
Alumni-Go live follow-up	September 21-23, 2004	Matthews, Judson	Des Peres – 207	8:00 a.m.-5:00 p.m.
Student Technical Conversion Mapping	September 28-30, 2004	Shah, Dhaval	Des Peres - 207	8:00 a.m.-5:00 p.m.
OCTOBER 2004				
Human Resources-Budget Development & Position Control	October 5-7, 2004	Hawkins, Cyd	Salus Center – 631	8:00 a.m.-5:00 p.m.
Human Resources -Technical First Parallel Payroll	October 5-7, 2004	Laurene Farley	Salus Center – 631	8:00 a.m.-5:00 p.m.
Finance - Budget Development & Position Control	October 5-7, 2004	Keches, James	Salus Center – 631	8:00 a.m.-5:00 p.m.
Financial Aid – Student Employment	October 6-8, 2004	Carey-McDonald Jan L.	Des Peres – 108	8:00 a.m.-5:00 p.m.

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CORE TEAM	DATE	CONSULTANT	LOCATION	TIME
Advancement - Technical Conversion Support	October 5-7, 2004	Pradeep Reddy	Des Peres – 110	8:00 a.m.-5:00 p.m.
Student - CAPP Training/Workshop	October 12-14, 2004	Berg, Carol	Des Peres – 110	8:00 a.m.-5:00 p.m.
Student - Conversion Mapping Assistance	October 12-14, 2004	Dhaval Shah	Des Peres - 207	8:00 a.m.-5:00 p.m.
Remote DBA on-site	October 19-21, 2004	Brett Lovelidge	Des Peres 219	8:00 a.m.-5:00 p.m.
Financial Aid – AR To Finance	October 19-21, 2004	Ron Coker	Des Peres – 108	8:00 a.m.-5:00 p.m.
Human Resources-GO LIVE Support Preparation	October 19-21, 2004	Hawkins, Cyd	Salus Center - 631	8:00 a.m.-5:00 p.m.
AppWorks Installation	October 25, 2004	----	John Harris Office	8:00 a.m.-5:00 p.m.
Xtender Installation -	October 25-29, 2004	Berman, Anatoli	Des Peres – 218	8:00 a.m.-5:00 p.m.
Financial Aid	October 26-28, 2004	Ron Coker	Des Peres – 108	8:00 a.m.-5:00 p.m.
NOVEMBER 2004				
Human Resources-Go-Live Support	November 2-4, 2004	Hawkins, Cyd	Salus - 631	8:00 a.m.-5:00 p.m.
Appworks Installation	November 9-11, 2004	-----	Des Peres 207	8:00 a.m.-5:00 p.m.
Human Resources - Population Generation / Letter Generation	November 16-18, 2004	Robert Francescone	Des Peres - 110	8:00 a.m.-5:00 p.m.
Finance-General Consulting – Endowment Management	November 16-18, 2004	Keches, James	Salus Center – 631	8:00 a.m.-5:00 p.m.
Financial Aid – Consulting Support – Validate Procedures, Test FA System	November 16-18, 2004	Ron Coker.	Des Peres – 108	8:00 a.m.-5:00 p.m.
Student – Remote building CAPP	November 15-19, 2004	Berg, Carol	-----	-----
DECEMBER 2004				
Student - Pre-Mock Registration Support and CAPP questions	December 7-9, 2004	Berg, Carol	Des Pres –110	8:00 a.m.-5:00 p.m.
Capp Building – Remote	December 13-17, 2004	Carol Berg	-----	-----
Financial Aid – Strategy and Planning Pre Go-Live Consulting	December 14-16, 2004	Carey-McDonald Jan L.	Des Peres – 108	8:00 a.m.-5:00 p.m.
Human Resources-GO LIVE Support & Joint training with Financial Aid	December 14, 2004	Hawkins, Cyd	Des Peres – 207	8:00 a.m.-5:00 p.m.
Human Resources-GO LIVE Support & Joint training with Financial Aid	December 15, 2004	Hawkins, Cyd	Salus Center – 631	8:00 a.m.-5:00 p.m.
Human Resources-GO LIVE Support & Joint training with Financial Aid	December 16, 2004	Hawkins, Cyd	Des Peres – 207	8:00 a.m.-5:00 p.m.